

**Question to HR Web:** *If an employee is on Military Leave w/o Pay and as of October 1, 2003 is entitled to 120 hours of Military Leave w/Pay, what do you do? Bring them off LWOP for the 120 hours, wait until they return to work and then pay, call ghost busters or punt?*

I received a few responses and I also contacted MCHCP and MOSERS to seek their assistance. The following is a summation of responses and MCHCP's and MOSERS's suggestions.

**Responses:**

- We basically require employees to request the use of time, it is not given until they do. The employee must request the use of leave before it is given. If they don't request it, they don't get it.
- Wait until they return and then do PPER's.
- Check w/employee to see if they want pay beginning October 1 or at a later date. Take employee off LWOP for 120 hours.
- Place employee back in pay status for 120 hours, minus benefit deductions.
- We have not returned them annually. Once they are gone, they are gone until they return to work.

**MCHCP:** Requests a memo stating the employee has not returned to work the pay they are receiving is 120 hours of military pay they are entitled to.

**MOSERS:** The employee's status would not change. The only thing HR would have to do is be sure to code the payments for benefits (retirement, LTD, basic life) so they would be reported to us and contributions would be paid.

Thanks to those who responded and to Celia Lipskoch at MCHCP and Sherri Redmon & Scott Simon at MOSERS for their assistance.

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